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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : C/PFS/TR

DATE: 9 Oct 57

FROM : C/LAS/TR

SUBJECT: Weekly Activities Report #41

Document No.	33
No. of Pages in Document	X
Date	3-10-78
By	35

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A. SIGNIFICANT ITEMS

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A significant movement to increase effectiveness of staff employees is represented by participation this fall of ten dependent wives in foreign language courses taught within the Agency. In most cases study by the wives parallels that in progress by the husbands. The social asset of a wife who speaks the language of the country in which she and her husband are located has long been admitted, but this movement represents the Agency's first effort to assist her to acquire the language. Moreover, this movement sponsored by the Office of Training stems from recognition that language competence, even limited, is an important factor in facilitating congenial adjustment to a new environment with attendant benefits to employee performance. In certain cases, the Language School has taken the initiative to invite wives to join classes when it has appeared evident that participation by the wife, in one identified way or another, would permit or encourage better performance by the husband. For these several reasons, all of which are related to improving employee effectiveness, a desire of wives to study in Agency courses is recognized and in some cases is specially encouraged.

These ten wives are studying in both daytime and evening classes. The languages are French, Spanish, Portuguese, German and Japanese. Courses in which they are studying vary in intensity from five class-hours a week to full-time (40 hours a week). The husbands of nine are in the DDP, and one is in the DDI.

In recognition of the benefits to the Agency cited above, the Office of Training will continue to recognize and encourage language study by dependents who desire and are able to participate in regular classes according to the same standards of performance maintained for staff employees.

B. OTHER ACTIVITIES

1. [REDACTED] conducted three Qualifications Review and Placement Panels for six candidates for intensive language training at CIA and the FSI in German, Polish and Czech.

2. At long last (after 18 months of effort) we are able to add to our part-time contract faculty a native speaker drillmaster for Turkish. This should permit substantial improvement in our Turkish training which has needed addition of extensive drill.

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3. The new speed duplicator with six slaves/is being installed by [redacted] this week. In terms of running time, this machine duplicates in 7½ minutes the same quantity of tape as heretofor has required one hour. The significance to us of this improvement is partially apparent in relation to our program of recording and duplicating around ten thousand (10,000) tapes a year. With this equipment we also plan to improve our service to individuals desiring approved recordings on blank tapes provided by them. This will also cut down to some extent the demands on our own supplies.

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4. [redacted] has started two months' leave during which time he expects to complete his dissertation, his final unfinished requirement for his Ph.D. at Rutgers. This will bring to eight the number of staff employees in the School with Ph.D.'s or equivalent advanced degrees, with three additional persons planning to complete Ph.D.'s during the next 9-18 months.

5. As a deterrent to unrecorded removal of books from the I Building reading room, we are having hung a venetian blind that conceals the collection and holds a large label CLOSED. If this minor inconvenience to after-hours browsers is not effective, we may try something a bit more authoritarian.

6. Russian-Basic Reading, Russian-Basic Speaking, Russian-Intermediate Reading, Russian-Scientific Reading and Russian Familiarization began on 30 September.

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7. The regular Ukrainian and Japanese tests were given on 26 September. The Ukrainian test was given to one person, with Miss [redacted] (SR) serving on the oral panel; the Japanese test was given to one person, with Mrs. [redacted] serving on the oral panel.

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8. The French test was given by special request to two people on 26 September. [redacted] served on the oral panel.

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9. On 30 September, [redacted] consulted with Mr. [redacted] and Mr. [redacted] of the A & E Staff to discuss the machine correction of tests.

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10. On 1 October, [redacted] talked with [redacted] of NSA to arrange for certain tests to be composed by NSA personnel.

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11. [redacted] went to [redacted] on 1 October to give a further briefing on test construction to a dozen FDD personnel.

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12. The regular French test was given to eleven people on 3 October, with Mrs. [redacted] serving on the oral panel.

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13. [redacted] designed a special answer sheet for machine correction to be used for all objective proficiency tests. On 7 October, he discussed it with Mrs. [redacted] of the A & E Staff, who will place the order for its reproduction with IBM.

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14. On 7 October, [REDACTED] conferred with Mr. [REDACTED] to straighten out various matters pertaining to the processing of language award certificates. 25X1A9a
- 25X1A 15. [REDACTED] was attended by 20 students. [REDACTED] conducted the sessions on familiarization with the [REDACTED] language and travel respectively. This was the most responsive class thus far. A student suggestion for holding separate sessions for the married and single ladies will be followed in the next offering of the course in January. 25X1A9a 25X1A
- 25X1A 16. [REDACTED] approached the EE AO in order to suggest a 4-6 month loan of Mr. [REDACTED] a recent returnee [REDACTED] who has not yet been placed. 25X1A9a 25X1A Mr. [REDACTED] has fluent Serbian and Hungarian and would be highly competent to direct our projected area course on Hungary, as well as a language course, as appropriate. The course on Hungary is now being prepared by Mr. [REDACTED] who is also on temporary duty with us. In addition to DDP need for the proposed course, OCI's Eastern Europe Branch Chief has already indicated keen interest. 25X1A9a
17. Mr. [REDACTED] reported for duty on 7 October. He will assist in German language instruction immediately and later will also backstop [REDACTED] on area instruction on Western Europe. 25X1A9a
18. Mrs. [REDACTED] has completed the Agency orientation and is now a regular employee of LAS. 25X1A9a
19. [REDACTED] is on annual leave from 26 September through 15 October. 25X1A9a
- [REDACTED]

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